

Catastrophic Leave Committee Meeting

November 1, 2013

Agenda

1. Call to Order
2. Roll/ Introduction of Members
3. Ask for Volunteer to take meeting notes
4. Review Purpose and Responsibilities
5. Discuss/determine if any revisions need to be made to the policy
6. Document revisions if necessary
7. Determine if continuation of meetings via email to review/approve requests are satisfactory
8. Other business
9. Adjourn

November 1, 2013

Minutes

Members present: Haven David, Dean Brumley, Cyndi Danner, Mary Ann Noah, Iva Belew, Bobbie White, Mindi Flynn, Angela Walker, Nancy Smith, and Sharon Dean.

Haven David called the meeting to order at 11:07 a.m.

Haven volunteered to take notes for the meeting.

Since all members present at the beginning of the meeting have been on the committee prior Haven asked if there were any questions regarding Purpose and Responsibilities of the Committee or if anyone felt that anything needed revision. There were no questions or revisions suggested. When a new member joined the meeting she went over these and made sure the new member understood the Purpose and Responsibilities of the Committee.

Since there were no revisions suggested to the Purpose/Responsibilities, there was not documentation necessary.

The group discussed the continuation of holding meetings via email to review/approve requests. After some discussion it was decided that if much discussion is generated after initiating these meetings via email Haven will call a face-to-face meeting to complete the meeting. A face-to-face meeting will also be called if Haven feels the request is one that requires it.

There was no further business. Iva Belew made a motion to adjourn. Mary Ann Noah seconded the motion. The meeting was adjourned at 11:27.